

INTERNATIONAL CASE SPECIALIST

DEFINITION:

Under general direction; to determine if crimes committed by Mexican or other foreign country citizens in San Diego can be successfully prosecuted; to assist in coordinating the efforts in locating and arresting crime suspects within Mexico or other countries; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position, non-sworn class allocated only to the District Attorney's Office. The International Case Specialist reports to the International Case Coordinator and is responsible for reviewing criminal cases for San Diego County law enforcement agencies, and determining if crimes committed by Mexican or foreign country citizens in San Diego can be successfully prosecuted.

EXAMPLE OF DUTIES:

Reviews criminal cases for San Diego County law enforcement agencies to assure compliance with Mexico's or other countries' judicial procedures; prepares and files criminal cases in outside countries, filing with the country's appropriate judicial agency; translates investigative reports, legal documents, and other correspondence for certification and legalization by the countries' jurisdictional representatives prior to filing complaints; assists in coordinating the efforts of Mexican or other countries' legal and law enforcement authorities in locating, capturing, and prosecuting crime suspects; acts as a liaison with multi-national community groups; conducts confidential and sensitive inquiries, utilizing law enforcement intelligence contacts; keeps management informed on the status on case prosecution; advises management, deputies, investigative staff, and law enforcement agencies on international judicial systems and procedures; and performs oral and written translation during joint conferences and seminars.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Federal, State, local, and international (Republic of Mexico) judicial and law enforcement systems, including laws of arrest, search and seizure, rules of evidence, legal documents, courtroom procedures, and deportation procedures.
- Jurisdictional authorities and law enforcement agency contacts and communities within Mexico and other applicable countries.
- Identification techniques and methods of operation.
- Interviewing techniques.

General Knowledge of:

- Legal, joint-powers, cooperative agreements between the United States and the Republic of Mexico or other applicable countries.
- Current trans-border political issues and concerns.

Skills and Abilities to:

- Effectively communicate, orally and in written form, in both Spanish and English.
- Translate oral and written communications and legal documents, in both Spanish and English.
- Prepare legal documents and correspondence, in both Spanish and English.
- Coordinate the efforts of Mexican or other countries' legal and law enforcement authorities in locating, capturing, and prosecuting crime suspects.
- Collect, compile, analyze, and evaluate facts and evidence to draw conclusions and make recommendations.
- Establish and maintain effective diplomatic working relationships with representatives from outside countries, Federal/State/local law enforcement agencies, representatives from other agencies, and the public.
- Advise departmental staff and law enforcement agency representatives on international judicial systems and procedures.
- Review and evaluate investigative reports.
- Maintain logs, records, and files.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which clearly demonstrate possession of the knowledge and skills stated above. An example of such education/experience is: Three (3) years of recent experience as a translator in a law enforcement agency, of which one (1) year must have included coordinating investigations involving outside countries, with preference given to the Republic of Mexico.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**Language Requirement:**

The incumbent in this class must demonstrate proficiency in reading, writing, conversing, and translating English to Spanish, and Spanish to English.

License:

A valid California driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Working Conditions:

The incumbent will be required to travel to various countries, primarily Mexico, on a frequent basis.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months. (Civil Service Rule 4.2.5).